

# OXFORD PROPERTY GROUP

## MOVING CHECKLIST

### Preferred Contractors:

1. Pre-book Carpet Cleaner & Upholstery – VIP Carpet Cleaning 0411885514 (Sean)
2. Pre-book Cleaner – JP Cleaning (Helen) 0417089557
3. Pre-book Gardener – Doms gardening 0417995099
4. Pre-book - Maintenance or Repairs – Jasmine Carpentry (Ben) 0400010352
5. Contact *ConnectNow* – Forms to connect and disconnect are available from our office

**Please Note:** The above are Oxford Property Group's recommended cleaners. The utilisation of these cleaners is at the discretion of the tenant, however if other contractors are used and the job isn't performed to standard the tenant may be liable for organising alternative actions

### Final Bond Inspection Checklist:

#### General Clean: All Areas

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- Replace any blown light globes
- Windows and window sills to be cleaned thoroughly
- Flyscreens to be removed carefully and hosed or brushed to remove dirt/dust (If applicable)
- Doors and doorframes to be left clean and undamaged
- Marks to be removed from walls (do not use an abrasive)
- Cobwebs to be removed from ceiling cornices and walls
- All light fittings to be cleaned and free from insects
- All floors and skirtings boards to be washed
- All ceiling fans throughout to be free from dust (if applicable)
- Clean all mirrors throughout including wardrobe door mirrors (if applicable)
- Drapes/Curtains to be washed or dry cleaned according to fabric and instructions.
- All vertical chains to be attached and secure
- All items on inventory to be accounted for (if applicable)

#### Kitchen

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- The oven and griller is to be cleaned and lined with foil. Drip trays to be cleaned of all grease
- Rangehood to be cleaned including the filters (where applicable)
- All cupboards to be cleaned inside and out (don't forget the tops of the cupboards)
- Sink taps and disposal unit (if applicable) to be cleaned and polished
- Walls and tiled areas are to be free from grease

- All benches and floors to be cleaned and free from grease from bottom drain (if applicable)
- Refrigerator to be defrosted and all surfaces to be cleaned, including shelves, crisper drawers and cavity, switch appliance off at wall and leave door ajar (if applicable)

## Bathroom

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- Shower recess to be scrubbed
- Grouting to be free of all soap residue or mildew
- Shower curtain (if applicable) to be washed and shower screen to be cleaned
- All plug holes are to be clean and free from debris
- Mirrors to be wiped over
- All drawers and cupboards to be cleaned
- Toilet to be cleaned thoroughly, including bowl, seat and cistern

## Moving Checklist:

*Moving can be stressful so we have included this checklist to assist you*

### 4-6 weeks to moving day

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- Book your removal company or find willing friends and family.
- Dispose of any items no longer needed. Remember charities, friends and family may appreciate your pre-loved goods. You don't want to pay to move those items.
- Remember to sort through garage / garden shed etc.
- Make a note of any precious items that may need special care to move.
- Measure the spaces in your new home to ensure your furniture fits.
- In the kitchen, use up all opened packets and throw out goods past their use-by date.
- Check any moving instructions for your washing machine with manufacturer.
- Gas cylinders and air bottles should be empty with valves open, flammable liquids safely disposed of.
- Start using up food in freezer.
- Create a folder for all your moving documents.
- Organise schooling, preschool transfers.
- If travelling, remember passports, tickets, visas etc.

### If packing yourself

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- Purchase cartons and packing material
- Use clean white paper, not newspaper as it soils items.

- Label every carton clearly as to contents and its room destination
- Dismantle furniture that comes apart – remember to tape screws etc. in an obvious location or label and place in an “ESSENTIALS” carton.
- Prepare an inventory list of each carton.
- Pack lighter items in large cartons, heavier items in small cartons.

## 2-3 weeks to moving day

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- Contact all relevant authorities to notify of your new address.
- Return library books, videos, DVD's etc.
- Arrange for family, friends to mind children and pets on moving day.
- Arrange transfer of bank accounts.
- Organise telephone, internet, gas, electricity, Foxtel connections – Ask your Oxford Property Group agent for the  Connect Now details
- Arrange move of boat / trailer.
- Ensure new home will be thoroughly cleaned before your move and also arrange cleaning of your original home after your move.

## 1 week to moving day

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- Set aside bed linens, towels to be used on the first night so beds can be made up as soon as possible on moving day.
- Have car checked if travelling long distances.
- Indoor plants should be lightly watered and packed into plastic lined boxes.
- Drain lawn mower, remove batteries from battery powered items.
- If you have purchased a new home, ensure you have a final inspection the day before settlement to ensure the home is as you bought it and the fittings and fixtures outlined in the contract remain.
- Redirect mail through local Post Office.
- Advise services, eg. babysitter, gardener, cleaner.
- Prepare an 'Essentials' carton that contains important items such as remote controls, shelf supports, bed legs, keys, telephone charger, telephone handset, furniture assembly instructions

## 2 Days to moving day

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- Remember your 'SURVIVAL' box. Include important medications, first-aid kit, children's' favourite toys (especially bedtime friends), toiletries, tea, coffee, kettle, milk, snacks, baby needs, children's sleep wear and

school needs, work clothes and essentials for the following day. Don't forget the dog's lead, pet food and bowls.

- Arrange parking and access for removalist van/vans.
- Make sure removalist has clear instructions as to your new address and mobile phone numbers.
- Ascertain access details and key collection for your new home.

## The day Before

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- Defrost, empty, dry out and air your refrigerator.
- Prepare bags / cartons with all items that you wish to transport yourselves.

## Moving Day

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- Try to keep visitors to your new home to a minimum.
- Transport perishable food items in a cooler box.
- Have a plan at hand for furniture placement in new home.
- Have at hand your "SURVIVAL" box.
- If renting, arrange for key collection.
- Collect all car and house keys, ensure gas and electricity meters have been read and telephone disconnected.
- Continue to check house / property for forgotten as items are being loaded.
- Check tops of cupboards.
- Turn off power.
- Lock house, remember to leave keys as specified.

## Your new residence

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- If leasing, document condition of property and furnishings for the appropriate agent.
- Try to stand at the removalist's entry point and give clear directions as to furniture placement.
- Check all utilities are connected, hot water service on.
- At completion of unloading, check all is to your satisfaction.
- If move is from storage, interstate or overseas, check and sign the inventory.
- Check that you have all keys and relevant instructions to your new residence.
- Have security checked and locks changed if concerned.
- Contact your new local council for garbage collection information and new resident's folders.
- Smile and say hello to your new neighbours.

**Enjoy your new home.**